



Issuance Date: August 19, 2019

## What's Revised?

### Policies

- [CP&P-IX-F-1-300](#), **Local Office Bank Account (LOBA)**: all links contained in this policy are now functioning, including the link to the Appendices.
- [OOE-I-A-1-1](#), **Student Attendance, School Calendar, and Home Instruction**: policy has been updated to include the following:
  - there are new directives to enter an “Event Note” and to use the messaging function in the electronic Student Information System to notify the OOE Director and Deputy Director for student absences that exceed five days.
  - An “excused absence” has been updated to reflect current Department of Education regulations.
  - New definitions have been added to the Key Terms section.
- [OOE-I-A-1-39](#), **Supervision of Students in Department of Children and Families (DCF) Regional Schools**: policy has been updated to include the following:

- o There are new directions for the supervision of students during Structured Learning Experiences, Community-Based Instruction, and Service Learning activities. Clarification has been added regarding students attending dual-enrollment classes at colleges.
  - o New directions are provided for the early dismissal or release of a student.
  - o New language has been added stating that the attainment of age 18 or older does not confer an autonomous right for the student to leave school grounds without parental consent.
- [OOE-I-A-1-41](#), **Inclement Weather**: policy has been updated to include the following:
  - o There are new directions fusing the “REMIND APP” or other approved methods of notifying parents of a school opening delay, closure or early dismissal.
- [OOE-I-A-1-44](#), **Safe and Drug-Free School Environment**: policy has been updated to include the following:
  - o Directions for addressing Smokeless Tobacco, Electronic Smoking Devices (vaping), and Incidents with Technology have been added.
  - o Four (4) new attachments which provide various “written neutral plans” for conducting school/student searches have been added.
  - o There are new definitions for “Hate Crime” and “Use of Smokeless Tobacco.”
- [OOE-I-A-1-46](#), **Fire Safety and School Security in DCF Regional Schools**: policy has been updated to include the following:
  - o Directions and procedures for conducting the monthly school security drills have been added. The notation to conduct only one fire drill per month has been added.
  - o The requirement to take the AED when the school building is evacuated (drill or actual event) has been added.
  - o Procedures for safety and security training have been added.

- o There are two (2) new attachments supporting the actions for school security drills.
- [OOE-I-A-1-49](#), **School Nutrition and Wellness:** policy has been updated to include the following:
  - o New procedures for meeting the requirements of the “Healthy, Hunger-Free Kids Act of 2010” have been added.
  - o The previous attachment # 1 (New Jersey Model School Nutrition Program) has been removed as it is available online.
  - o New attachments for School Breakfast and School Lunch Offer Versus Serve and the USDA Program Discrimination Complaint Form have been added.
  - o New definitions for “Foods of Minimal Nutritional Value,” “Non-Pricing,” and “Offer Versus Serve” have been added.
- [OOE-I-A-1-50](#), **Integrated Pest Management in DCF Regional Schools:** policy has been updated to include the following:
  - o The policy is unchanged other than some language and organizational changes to comply with the current style for Department policies.
- [OOE-I-A-1-51](#), **Managing Hazards in Department of Children and Families (DCF) Regional Schools:** policy has been updated to include the following:
  - o The policy is unchanged other than some language and organizational changes to comply with the current style for Department policies.
  - o The previous attachment 6 (PEOSH Indoor Air Quality Standard Inspection Checklist) has been removed as an attachment and replaced with a link to the checklist.
  - o Additionally, the Right to Know Survey has been added as an electronic link as well.
- [OOE-I-A-1-53](#), **Harassment, Intimidation and Bullying of Students:** policy has been updated to include the following:

- o The policy is largely unchanged other than some language and organizational changes to comply with the current style for Department policies.
  - o The procedures section has been organized with sub-headings to provide great ease in navigating through the policy.
  - o A definition for the “school safety/school climate team” has been added.
  - o An electronic link to the “Anti-Bullying Bill of Rights Act” has been added.
- [OOE-I-A-1-55](#), **Surveillance Cameras in Department of Children and Families Regional Schools:** policy has been updated to include the following:
    - o The policy provides new directions to verify that the camera recording system is working.
    - o The number of days the video is retained has been revised to 31 days of recording before any system “overwrite” feature begins.
    - o There are two (2) new attachments to support the verification process, and one (1) new attachment to provide verification of the hand-delivery of a CD/DVD with recorded images.

### **Forms**

The following CP&P forms have been revised per the notes below; they will be translated into Spanish shortly:

- [CP&P 14-217](#), **Adoption and KLG Subsidy Letter for Children Turning 18:** form was reformatted into a template with fillable text boxes
- [CP&P 14-218](#), **Annual Verification of Child's School Attendance - Adoption or KLG Subsidy Letter:** form was reformatted into a template with fillable text boxes

**As a reminder, there are known issues with the Policy Manual search function that are being reviewed. If you need assistance finding or verifying a policy,**

**please contact the Office of Policy and Regulatory Development at 609-888-7030 or [policy@dcf.nj.gov](mailto:policy@dcf.nj.gov).**

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If you have any questions, please contact the Office of Policy and Regulatory Development at [policy@dcf.nj.gov](mailto:policy@dcf.nj.gov) or 609-888-7030.